

Objective: Plan and conduct a waste audit within the school, and propose a plan of action for waste reduction based on findings (e.g., review the school's policy regarding paper and plastic recycling, monitor actual practices, and propose strategies to improve them).

Background Information: A waste audit is a formal, structured process used to quantify the amount and types of waste being generated by an organization. Information from audits will help identify current waste practices and how they can be improved. Being waste-wise can mean:

- A more efficient and effective organization
- Reduced waste management costs
- Better use of limited natural resources

Our tasks for a waste audit are to work as a team and:

- To determine composition and quantities of waste being generated
- To measure the effectiveness of existing waste management systems
- To identify opportunities for improving waste management systems and strategies

Waste Material Audit Form

Create the table below in Microsoft Excel as shown below and use it as you sift through the waste.

	Tally	Total Mass of each Category (g)	Locations in which Items were Found	Comments
Unused Food				
Trash				
Cardboard				
Paper				
Plastic Bottles				
Glass Bottles				
Metal Cans				

After you have completed the table, produce pie graphs that represent the quantity of each category of waste. An example of a pie graph is shown below.

